Getting Started with SciENcv for Personnel Documents

Beginning on October 23, 2023, NSF will require both the biosketch and the current & pending (C&P) document to be created in SciENcv. It is likely that other funders will follow suit.

Investigators and senior personnel will have to create an account on the SciENcv system, a centralized site for generating compliant PDFs, saving multiple versions of each document, and maintaining NSF and NIH personnel documents, all in the same place. The site has web-based templates for both the biosketch and the C&P document in the required NSF format and those of other several other funders. The system also allows Investigators to allow delegate accounts to access and create documents in these formats.

Prior to downloading the documents, the Investigator must certify that the documents are correct and complete. Once downloaded, the PDF is "locked" and cannot be edited. The delegates are unable to download the final copy of the document. Uploading a noncompliant PDF, such as the PDF forms that were formally used by NSF, to the Senior Personnel documents will result in a Research.gov error and prevent submission of the proposal.

SciENcv offers significant functionality improvements over the previous fillable PDF forms:

1. SciENcv automatically orders C&P entries; the fillable form required manual reordering with each added or deleted entry.
2. The SciENcv biosketch template has more space to list products (publications, etc.) than the separate fillable PDF does. There is still a limit of 5 (five) products per section, but more room to list co-authors, descriptive text, etc.
3. Citations can be inserted into the biosketch from ORCID or NCBI, reducing time spent hunting down specific publications or making sure the text copies correctly from another source.

PLEASE NOTE: Once a PDF has been downloaded from SciENcv, it cannot be edited, either by the Investigator or by anyone in ORSP. Any changes needed must be made directly in SciENcv and then the Investigator (**NOT** the delegate) must download a new PDF for proposal submission. To assist with this process, please add the ORSP grant specialists as delegates to your account using the instructions in that section of this document so that we can assist with the document creation, at least.

Please direct questions about SciENcv or these instructions to Todd Moore-Doman (todd-moore-doman@utc.edu).

SciENcv website: https://www.ncbi.nlm.nih.gov/sciencv/

INSTRUCTIONS: USING SciENcv FOR NSF PERSONNEL DOCUMENTS

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STEP 1: SIGNING IN TO SCIENCV

Using SciENcv for the first time does not require creating an account. Just sign in with your UTC NetID, Research.gov, eRA Commons, or one of many other organizational accounts.

1. Go to https://www.ncbi.nlm.nih.gov/sciencv/

To log in using your NetID / UTC log in:

2. From the SciENcv home page, click "More Options"
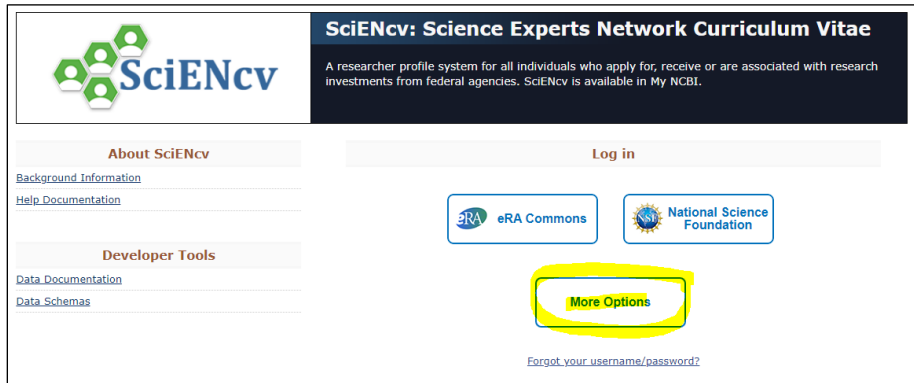
3. On the next page, titled "Log in", at the bottom of the list of log-in options, click on "more login options" as seen to the right.

4. On the following page, to the right of the "Find your login provider" text, click on the search bar and type "University of Ten" That should bring up the link to the University of Tennessee login. Click on the linked "University of Tennessee" text.
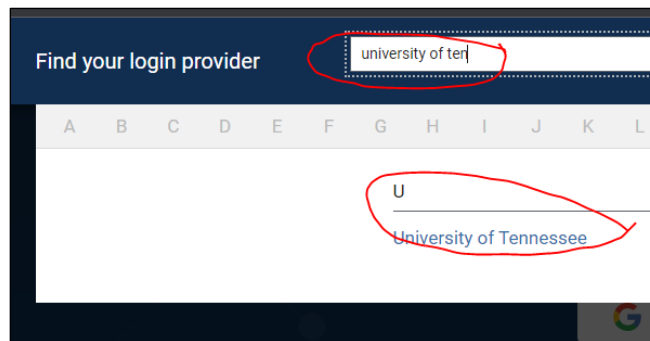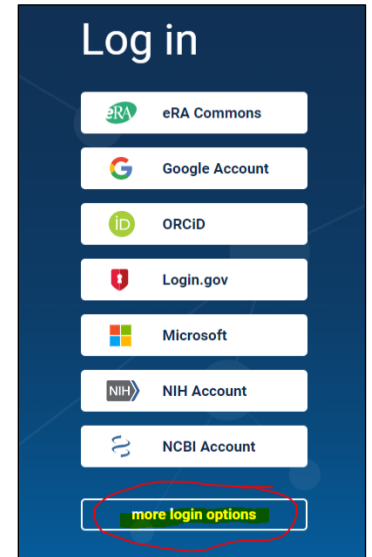
5. That will bring up the familiar UT "Central Authentication Service" page, where you will enter your NetID and password. Two-factor authentication may be required.
6. You will be returned to the SciENcv site after completing that step.

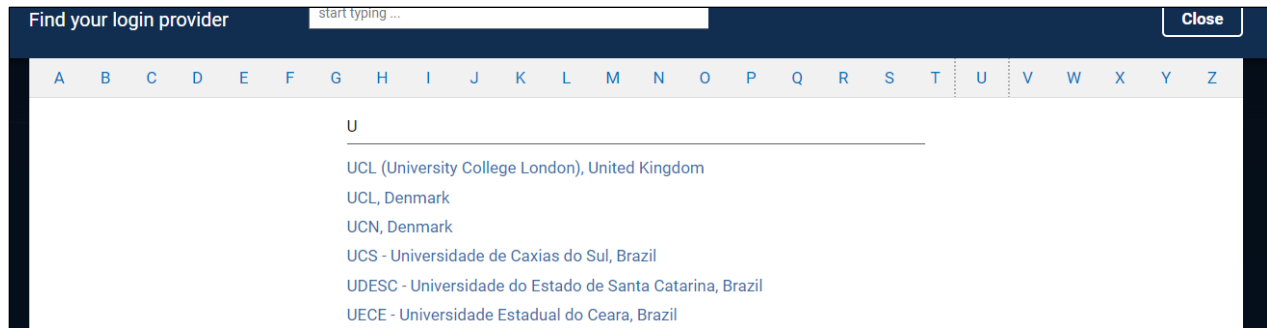**To log in using NSF ID / Research.gov**

2. From the SciENcv home page, click "National Science Foundation"

3. Log in with FastLane/Research.gov credentials. You'll be returned to the SciENcv site after completing this step.

Other Log In Options include:
- eRA Commons
- Google Account
- ORCiD
- Login.gov
- Microsoft
- NIH Account
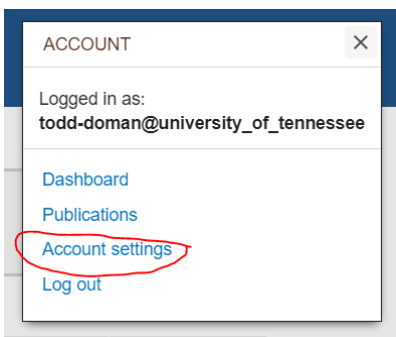- NCBI Account
- Numerous Organizational Log-ins

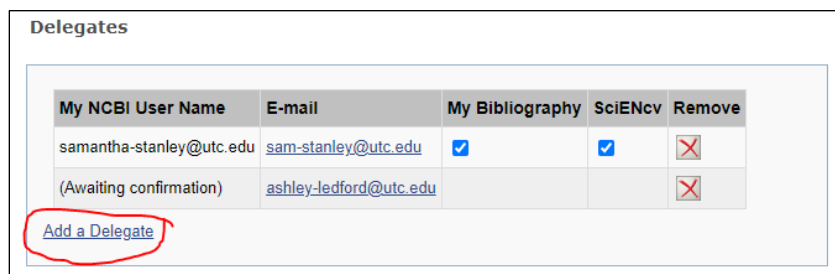**STEP 2: ADDING A DELEGATE TO YOUR ACCOUNT**

1. Click on your account name in the upper right-hand corner of your SciENcv home page.

2. In the dropdown menu, click on "Account Settings."

3. In the page that opens, under the "Delegates" heading, click on the "Add a Delegate" text link.


4. Enter your delegate's email address. They will receive an email notifying them that you have given them permission to view and manage your bibliography and SciENcv documents with a link to confirm the access.

5. Add another delegate if needed.

6. For UTC faculty, we encourage you to go ahead and add the following ORSP grant and research development specialists as delegates:
   a. Ashley Ledford (Ashley-Ledford@utc.edu);
   b. Todd Moore-Doman (Todd-Moore-Doman@utc.edu);
   c. and Lindsey Nabors (Lindsey-Nabors@utc.edu).

This will enable them to make any needed changes to your biosketch prior to proposal submission. You will still need to certify and download the final PDF file as delegate access will not allow this.

STEP 3: ADDING DOCUMENTS TO SciENcv

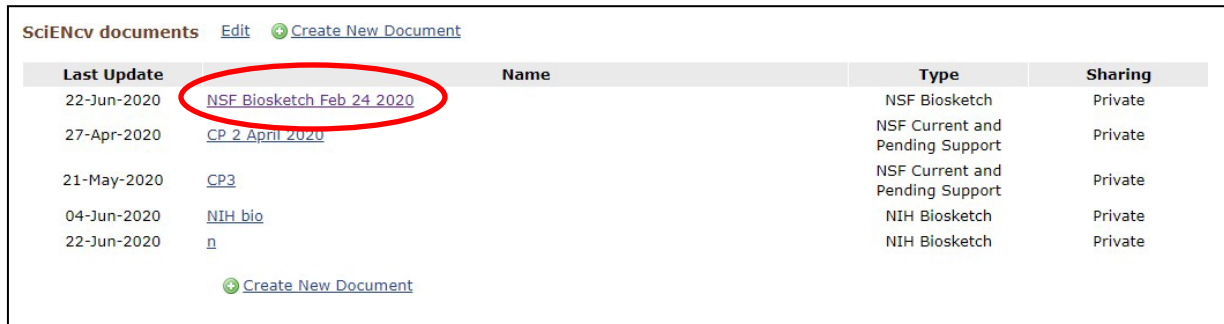1. From your Dashboard home page, click "Click Here" in the SciENcv box to create a new CV."
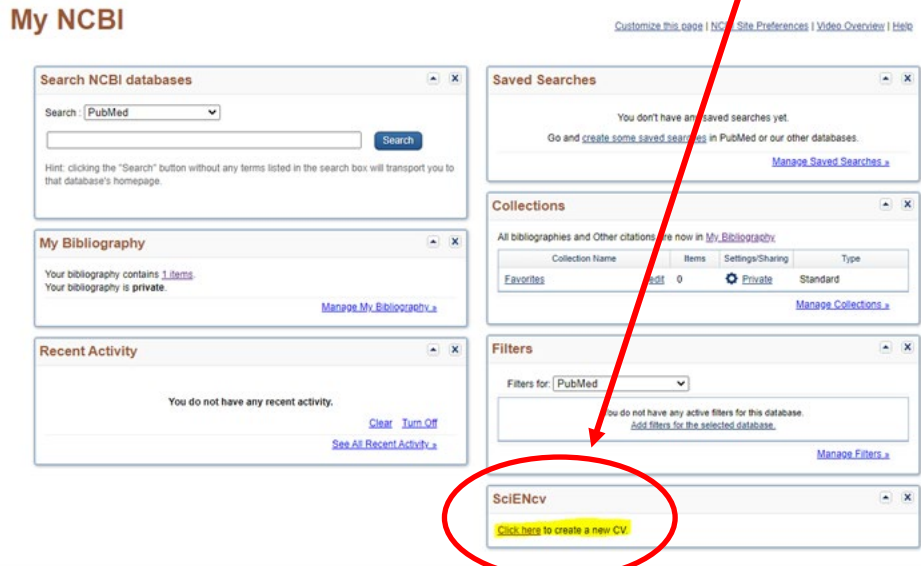
2. On the page that opens, name the document, e.g. "2023 NSF Bio – MRI proposal".
3. Choose a format for the document. Available formats are:
   a. Biosketches: NIH, NIH Fellowship, NSF, IES (Institute of Educational Sciences)
   b. Current & Pending Support: NSF
4. Choose the data source for your document.
   a. Choose "Start with a blank document" to begin with a clean slate.
   b. Choose "Existing document" to use one of your existing SciENcv documents as a starting point for a new version.
   c. Choose "External source" for a biosketch using linked biographical information from an ORCID or eRA Commons account. Accounts can be linked under Account Settings, which can be accessed by clicking the login email in the upper right of the main screen. (See below image.)

5. To begin creating a document, set sharing to "Private." This setting may be changed later.
   a. "Public" in this case means that SciENcv will create a unique link to that document that can be posted on a website or shared directly with another person. Changes will appear automatically without the need for another link.
6. Click the button marked "Create" to begin filling in your document or "Cancel" to leave this screen.
7. On the page that opens, enter the appropriate info according to the document template that appears. Links are provided to help guides in each section.
   a. The **biosketch** is straightforward: just copy the info from an existing biosketch or your CV. Note that information on publications must be added to an NCBI bibliography or ORCID before they can be added to a biosketch.
   b. For the **C&P**, enter all required info (and optional info if available for the proposal/project). For proposals/projects with 0 (zero) budgeted or matched person-months of effort, omit them **OR** add an estimate of actual time worked on the project (rather than budgeted time). The system does not allow entry of an award without a corresponding non-zero time commitment.

STEP 4: EDITING DOCUMENTS IN SciENcv

1. Click the name of the document to be edited.

2. For **biosketches**, use the "Edit" and "Edit entries" links to edit the document title or the contents of all sections except Products; use the "Add" links to add additional entries to all sections except Products. For this section, use the "Select citations" link to add citations.
    a. Citations can be added from a PubMed search field or from an ORCID or NCBI linked account.
    b. Alternatively, manually add citations by clicking "Select citations," then "Go to My Bibliography," then "Manually" under the "Add citations" dropdown.
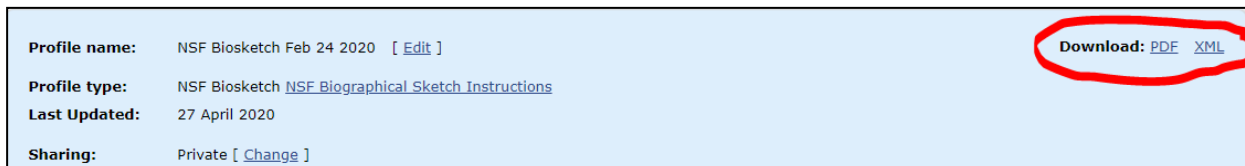
For **C&Ps**, use the "Delete" and "Edit" links next to each entry to delete and edit, as well as the "Edit" link at the top to change the document title.

3. To delete documents, click "Edit" at the top of the main document list (see first image under Step 3) ad use the "Delete" link that appears on the right.

STEP 5: DOWNLOADING A DOCUMENT FROM SciENcv

1. Open the appropriate document.
2. Click the PDF download link in the upper right.
3. Upload the PDF to Research.gov or FastLane.

Note that as a result of the certification required in the current (NSF 23-1) Biosketch and the Current & Pending Support documents, **once a PDF has been downloaded from SciENcv, it cannot be edited**, either by the PI or by ORSP. Any changes must be made directly in SciENcv, and then the PI must download a new PDF for proposal submission.